

FAMILY VIOLENCE PREVENTION AND SERVICES ACT (FV)

CERTIFIED ASSURANCES

The program assures and certifies that:

1. They will prohibit discrimination against any employee, applicant for employment, or any person participating in any sponsored program on the basis of age, race, creed, color, sex, sexual orientation, gender identity, physical or mental disability, national origin, or religion, compensate employees at no less than minimum wage, and provide safe and sanitary working conditions.
2. It will create a sexual harassment policy which includes the process for filing a grievance of sexual harassment by a staff member, client, victim, or volunteer. The process shall take into consideration how to file a complaint against a supervisor, administrator or director. After the creation of the sexual harassment policy, all current staff and volunteers, as well as new staff and volunteers will sign an acknowledgement form that they have reviewed and understand the sexual harassment policy. One copy will be provided to the staff member, or volunteer and one will be kept in their personnel file.
3. These funds may not be used as direct payment to any victim or dependent of a victim of family violence.
4. No income eligibility standard will be imposed on individuals receiving assistance or services supported with funds appropriated to carry out the Act. There shall be no charge to victims for services provided by the program.
5. The address or location of any shelter-facility assisted under the Act will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
6. Performance reports will be submitted as required by the Crime Victim Assistance Division (CVAD).
7. It will keep time and attendance records for all CVAD funded staff.
8. FV awarded funds will be used to supplement and not supplant other Federal, State, and local public funds expended to provide services and activities that promote the purposes of the Act.
9. It will comply as applicable with the following regulations from Title 45 of the Code of Federal Regulations (CFR):
 - 45 CFR Part 16 Procedures of the Departmental Grant Appeals Board;
 - 45 CFR Part 30 Claims Collection;
 - 45 CFR Part 80 Nondiscrimination under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964;
 - 45 CFR Part 81 Practice and Procedure for Hearings Under Part 80 of this Title;
 - 45 CFR Part 84 Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance;
 - 45 CFR Part 86 Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving Federal Financial Assistance;
 - 45 CFR Part 87 Equal Treatment for Faith-Based Organizations;

- 45 CFR Part 91 Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance;
 - 45 CFR Part 92 Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments;
 - 45 CFR Part 97 Consolidation of Grants to the Insular Areas;
 - 45 CFR Part 100 Intergovernmental Review of Department of Health and Human Services Programs and Activities; and
 - 2 CFR 376 Nonprocurement Debarment and Suspension.
10. Iowa Code Section 8.11 regarding Minority Impact Statement, and the Iowa Attorney General's Crime Victim Assistance Division rules as contained in the Iowa Administrative Code, 61 IAC Chapter 9, Section 9.50 through 9.65; and the policies of the Iowa Attorney General's Crime Victim Assistance Division.
 11. It will comply as applicable with the following Circulars from the Office of Management and Budget (OMB): OMB Circular A-133 Audits of State, Local Governments, and Non-Profit Organizations and the Single Audit Act of 1984 as amended; OMB Circular A-122 Cost Principles for Non-profit Organizations; OMB Circular A-87 Cost Principles for State, Local and Indian Tribal Governments; educational institutions are subject to OMB Circular A-21; commercial organization vendors or subcontractors are subject to the cost principles under 48 CFR Part 31 and are subject to the provisions of 45 CFR Part 92.
 12. It will provide for an independent **audit** report on an annual basis as required by Office of Management and Budget (OMB) Circular A-133. It will comply with the organizational audit requirements of OMB Circular A-133 and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits are not satisfactory and promptly addressed.
 13. Non-Federal entities that expend \$500,000 or more a year in Federal funds (from all sources including pass-through awards) in the organization fiscal year (12 month turnaround reporting period) shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133.
 14. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year. Records must be kept and available for review or audit by appropriate officials including the Federal agency, State agency, and U.S. Government Accountability Office (GAO).
 15. All private agencies agree to perform **an audit in accordance with Iowa Code Section 11.36** audit requirements.
 16. **Due Dates for Audit Reports** Audit reports are due the earlier of thirty days after receipt of the auditors report or (9) nine months after the end of the audit period. Audits must be sent to CVAD upon completion.
 17. It will not use any federal funds, either directly or indirectly, in support of the lobbying activities including the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government including activities to influence proposed or pending Federal or State legislation or appropriations and all requirements as applicable under 45 CFR Part 93 regarding New Restrictions on Lobbying. This prohibition is related to the use of Federal funds and is not intended to affect an

individual's right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources.

18. It will comply with the 45 CFR Part 82 Drug-Free Workplace Act of 1988 and 42 U.S.C. 701 et. seq. requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 CFR Part 82 – Government wide Requirements for Drug-Free Workplace (Financial Assistance).
19. It will comply with 45 CFR 92.35 and Executive Order 12549 regarding Debarment and Suspension. In order to see if your organization is debarred or suspended a list is available on the web at <http://www.epls.gov>. Any program that receives FV fund and is on the Debarment and Suspension list must notify the Crime Victim Assistance Division (CVAD).
20. In accordance with Public Law 103-333, the “Department of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act of 1995,” the following provisions are applicable to this award:
 - a. Section 507: “Purchase of American-Made Equipment and Products – It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made.”
 - b. Section 508: When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing the projects or programs funded in whole or in part with Federal money, all States receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.”
21. It will not utilize the awarded funds to support inherently religious activities such as religious instruction, worship, or proselytization, as part of programs or services funded with FV funds. Therefore, organization must take steps to separate, in time or location, their inherently religious activities from the services under this program. Regulations pertaining to this prohibition of Federal funds for inherently religious activities can be found on the HHS website at: <http://www.os.dhhs.gov/fbc/waisgate21.pdf> and within 45 CFR Part 87- Equal Treatment of Faith-Based Organizations.
22. In accordance with Public Law 103-227, the “Pro-Children Act of 1994”, smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State or local governments. This includes any subgrants, contracts, cooperative agreements, as well as loans and loan guarantees. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities and used for inpatient drug and alcohol treatment. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day as well as suspension or termination of your FV funds.
23. It will comply with any **additional eligibility or service criteria** established by the Crime Victim Assistance Division.

24. It will notify the Crime Victim Assistance Division (CVAD) office **in writing, by e-mail, or through the Programs Assistant website** within 30 days of any staffing change.
25. It will notify the Crime Victim Assistance Division (CVAD) office **in writing or via e-mail** of any FV-funded positions that remain vacant for 45 days or more. This notification must include reason for vacancy and plan for filling the position.
26. It will expend funds received only for the purposes and activities covered by the program's approved application and budget; and that the award contract may be **suspended or terminated** at any time by CVAD if the program fails to comply with the provisions of the Family Violence Prevention and Services Act or any of the certified assurances listed throughout this document.

I certify that I have read and reviewed the assurances included in this document for the Family Violence Prevention and Services Act funds and that the program will comply with all applicable state laws and regulations. I certify that I have read and reviewed the above assurances and that the program will comply with all provisions of Section 306 of the Family Violence Prevention and Services Act (42 U.S.C. Section 10401, et. seq.,) as amended by Public Law 111-320.

Program Name

Signature of Authorized Representative

Date

Typed Name of Authorized Representative

Title of Authorized Representative

Email Address of Authorized Representative

Telephone Number of Authorized Representative

Program Director Signature

Date

Typed Name of Program Director

Title of Program Director

Email Address of Program Director

Telephone Number of Program Director